

Application for Habilitative Intervention (HI) Certificate of Completion Ages 3 through 17

Name: _____ Personal Phone #: _____
Mailing Address: _____ City: _____ State: _____ Zip code: _____
E-mail Address: _____ Agency/School employed by: _____

Make my name and contact information available to Support Brokers to provide services under the Family Direct Services pathway: ☐ Yes ☐ No

APPLICATION INFORMATION

Please indicate that you have submitted all supporting documentation required with this application, by checking all the associated areas.
See included Application Guidelines for specific requirements and information.

- ☐ **I currently hold my BCBA or BCaBA** **Individuals who hold their BCBA or BCaBA will meet **all** requirements for the HI Certificate of Completion*
- ☐ **Copy of Certificate must be included**

-----OR-----

16.03.10.685.03.a. Bachelor's Degree or higher in a Human Services Field: - AND-

Field: _____ University or College: _____

Degree in a **human service field**: ☐ -OR- Required 25 semester credits in human service coursework to be considered **related** to a human service degree? ☐

Transcripts copy submitted: ☐ -AND- Degree **Diploma** copy submitted: ☐

16.03.10.685.03.b. 1 Year's Supervised Experience: -AND-

Resume submitted documenting one (1) year (at least part-time) supervised experience working with children under age 18 diagnosed with the developmental disabilities identified in Idaho Code 66-402(5) ☐

Resume includes beginning and ending Month/Day/Year dates ☐

Accumulated at least 12 months ☐ -AND- Accumulated at least 1040 hours ☐

Developmental Disabilities I have experience with: _____

Children's ages I have experience with: _____

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16.03.10.685.03.c. Competency Coursework Approved by the Department: Check only 1 of these 6 options:

1	2	3	4	5	6
<input type="checkbox"/> 3 College Courses	<input type="checkbox"/> 40 hour RBT training PLUS RBT Competency Assessment	<input type="checkbox"/> Registered Behavior Technician (RBT)	<input type="checkbox"/> Have a degree in Applied Behavior Analysis (ABA)	<input type="checkbox"/> Completed BCaBA Coursework	<input type="checkbox"/> Completed BCBA Coursework
<u>Applied Behavior Analysis (ABA):</u> Marked on transcripts, Course #: _____ Course Name: _____ Course description/syllabus provided <input type="checkbox"/>	<input type="checkbox"/> Documentation of 40-hour RBT training	RBT Registration Number: _____	I have an ABA degree	<input type="checkbox"/> Copy of transcripts demonstrating completion of BCaBA coursework from a BACB verified course sequence	<input type="checkbox"/> Copy of transcripts demonstrating completion of BCBA coursework from a BACB verified course sequence
<u>Child Development:</u> Marked on transcripts, Course #: _____ Course Name: _____ Course description/syllabus provided <input type="checkbox"/>	<input type="checkbox"/> Copy of the completed Competency Assessment signed by both the applicant and the assessor				
<u>Learning:</u> Marked on transcripts, Course #: _____ Course Name: _____ Course description/syllabus provided <input type="checkbox"/>					

I attest all information provided on and with this Application for Habilitative Intervention Certificate of Completion is truthful and correct to the best of my knowledge:

Signature: _____ Date: _____

Please email the completed application packet to: facsddco@dhw.idaho.gov. If you cannot email you can mail to: Idaho DHW, FACS DD, 450 W. State St. 5th Floor, Boise, ID 83720-0036; or fax to: (208) 332-7331.
 Please reference in the Subject Line: "First and Last name, HI Application"

Application Guidelines Habilitative Interventionist for ages 3 through 17

These guidelines include the requirements for professionals seeking to provide Habilitative Intervention for children ages three through seventeen (3-17) as defined in IDAPA 16.03.10.685.03.a-c.

Providers of Habilitative Intervention must meet the following minimum qualifications:

- a) Must hold at least a bachelor's degree in a human services field from a nationally-accredited university or college;
- b) Must be able to provide documentation of one (1) year's supervised experience working with children with developmental disabilities. Experience must be gained through paid employment or university practicum experience or internship;
- c) Must complete competency coursework approved by the Department to demonstrate competencies related to the requirements to provide Habilitative Intervention.

What do I need to submit for my Certificate of Completion and how do I apply?

Your application packet must include:

1. The completed **Application for Habilitative Intervention Certificate of Completion**. If you know that you do not have, or still need to complete, a component of the application, please indicate that on the application.
2. Copy of your **Degree Diploma** -or- Copy of **BCBA or BCaBA Certificate** (*If you hold a BCBA or BCaBA Certificate, you meet all the requirements).
3. Copy of your **College Transcripts** identifying student name and school name when your degree is not an area of study within a Human Services field (as listed) and/or if you are meeting the Competency Coursework requirements by Option 4, 5 or 6 listed below.
4. Copy of your **Resume**.
5. Documentation that you meet requirement Competency Coursework requirements.

Please email the completed application packet to: facsdcco@dhw.idaho.gov. If you cannot email you can mail to: Idaho DHW, FACS DD, 450 W. State St. 5th Floor, Boise, ID 83720-0036; or fax to: (208) 332-7331.

Please reference in the Subject Line: "First and Last name, HI Application"

Individuals will be contacted via email and/or US mail within two weeks of application submission.

For questions regarding the HI application process, please email above address or call **208-334-5512 or 208-334-5777**.

It is your responsibility to maintain your Certificate of Completion. Developmental Disabilities Agencies (DDA's) are not the primary facilitator of certification. To maintain a certificate, you must complete the continuing training requirements, update your personal contact information, and renew your certification prior to the expiration date.

16.03.10.685.03.a. Bachelor's Degree in a Human Services Field

Documentation must include:

- Copy of Degree Diploma -AND-
- Copy of College Transcripts
 - Demonstration that the bachelor's degree is from a nationally-accredited university or college

Areas of Study within Human Services Field:

Human Service	Family Relations/Family and Child Services
Counseling (General, MH, Vocational, Pastoral, Rehabilitation) and Guidance	Psychology
Nursing	Education/Special Education
Sociology	Child Development/Human Development
Social Work	Therapeutic Recreation
Marriage and Family Therapy	Occupational Therapy
Physical Therapy	Speech Language Pathology/Communication Disorders
Art Therapy, Dance Therapy, Music Therapy	Behavioral Sciences/ABA

*All other degrees will be reviewed to determine if they contain human service coursework. A transcript must contain the equivalent of at least 25 semester credits of pre- or post-bachelor's degree human service classes, 200 level or higher, to be considered related to a human service degree.

16.03.10.685.03.b. One (1) Year's Supervised Experience

The minimum qualification is one (1) year of full time or at least part-time working experience. One (1) year is defined as 12 months and part time is defined as 20 hours a week totaling 1040 hours. The 12 months and 1040 hours are an accumulated total and not required to be consecutive.

Documentation must include:

- Experience with children **specifically with developmental disabilities as defined in Idaho Code 66-402(5)**.
 - This must be through paid employment or university practicum experience, or internship.
 - Volunteer work is excluded.
- Details on specific dates (Month/Day/Year) and hours of experience, description of job duties, diagnosed population served and age of children with whom you have experience.

*This documentation is commonly demonstrated on a resume.

16.03.685.03.c. Competency Coursework Approved by the Department

There are (6) options approved by the department to meet competency coursework, you must have one of the below:

1 College Coursework	
<p>Have completed ALL 3 college courses: <u>Applied Behavior Analysis (ABA)</u> -AND- <u>Child Development</u> -AND- <u>Learning</u></p> <ul style="list-style-type: none"> Each course must be equivalent to 3 semester credit hours, or 4 quarter credit hours, from each of the 3 areas listed below. The courses must be from an accredited university or college. <u>Professional Development</u> courses are accepted if they are from an accredited university or college, are equivalent to a 3-semester credit or 4 quarter credit college course and include documentation of a competency exam. <p>The courses must be upper division 200 level or above, and must include a description of the minimum content for each course.</p>	
Required Courses	Must contain the minimum course content in the course description from the course catalog. If the course description is minimal, please include a course syllabus. Combining multiple courses will not meet the requirement. It must be one single 3 semester credit, or 4 quarter credit, course at or above the 200 level for each requirement.
Applied Behavior Analysis (ABA)	Scientifically based behavior change methods, functional assessments, observation methods, goal and objective writing, various reinforcement techniques, data collection and interpretation, development and monitoring of an appropriate intervention based on the function of the problem behavior.
Child Development	Child development, learning and cognitive development for children through adolescence. Lifespan or Human Development courses must contain a minimum of 75% of the course content addressing children under age 18. This is shown by submission of a course syllabus.
Learning	Development of learning and the major principles of learning including classical conditioning, operant conditioning, developmental stages, motivation and memory.

2	3	4	5	6
<p>Have completed the <u>40-hour RBT training PLUS RBT Competency Assessment</u> administrated by a BCBA-D / BCBA / BCaBA</p> <p>Need to submit BOTH:</p> <ul style="list-style-type: none"> Documentation of completion of the 40-hour RBT training and A copy of the completed RBT Competency Assessment that has 	<p>Have a <u>Registered Behavior Technician (RBT) Credential</u></p> <p>This includes completion of ALL the following:</p> <ul style="list-style-type: none"> 40-hour RBT training and RBT Competency Assessment administrated by a BCBA-D / BCBA / BCaBA and Pass the RBT exam. 	<p>Have a degree in <u>Applied Behavior Analysis (ABA)</u></p> <ul style="list-style-type: none"> The individual will need to submit a copy of their Degree in ABA. 	<p>Have completed a <u>BACB verified course sequence in its entirety for becoming a Board Certified Assistant Behavior Analyst (BCaBA)</u>.</p> <ul style="list-style-type: none"> The individual will need to submit a copy of their transcripts which include the BACB approved course sequence. 	<p>Have completed a <u>BACB verified course sequence in its entirety for becoming a Board Certified Behavior Analyst (BCBA)</u>.</p> <ul style="list-style-type: none"> The individual will need to submit a copy of their transcripts which include the BACB approved course sequence.

been signed by both the applicant and the assessor (BCBA / BCaBA.)	Registration number must be included. *Any additional requirements to the certification are the individual's responsibility.			
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How do I renew my Habilitative Intervention Certificate of Completion?

Habilitative Intervention Certificates of Completion will be issued for two (2) years. Continuing training requirements for those who hold their Habilitative Intervention Certificate of Completion are outlined in IDAPA 16.03.10.685.07. Individuals who would like to renew their Certificate need to complete the continuing training requirements and submit the Renewal Application for Habilitative Intervention Certificate of Completion prior to their certificate end date. These individuals must complete at least twelve (12) hours of yearly training, six (6) of which must cover behavior methodology or interventions shown to be effective per each year of the certificate.

- Application for renewal must include:
 - The Renewal Application for Habilitative Intervention Certificate of Completion
 - Updating all personal demographics and current employment information
 - Applicant's signature certifying that the required continued training has been met for each year of the Certificate